


Approved for Release
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Date

**DEPARTMENT OF COMMERCE
OFFICE OF HUMAN RESOURCES MANAGEMENT**

HUMAN RESOURCES BULLETIN # 007, FY05, 5 CFR 330.601

SUBJECT: Centralized Career Transition Assistance Program (CTAP)
Clearance Process

EFFECTIVE DATE: Upon release of this Human Resources (HR) Bulletin

EXPIRATION DATE: Effective until canceled or superseded

BACKGROUND: A Presidential memorandum dated September 12, 1995, and the Office of Personnel Management (OPM) final regulations dated June 9, 1997, require federal agencies to establish career transition assistance plans for federal employees during a period of severe federal downsizing. Due to a growing interest in reducing the hiring cycle time and ensuring that all new surplus and displaced employees are being reported, a centralized CTAP clearance process has been established for the Department.

PURPOSE: The purpose of this HR Bulletin is to establish procedures for maintaining a current listing of surplus and displaced employees who are eligible for CTAP.

PROCEDURES: Servicing Human Resources Offices (SHROs) will identify and report all employees currently holding CTAP notices to the Office of Policy and Programs using the CTAPLIST04.xls template. Before announcing a vacancy or reassigning an employee, SHROs must clear CTAP via e-mail. The e-mail should be sent to pjordan@doc.gov and include the position's title, series, grade, promotion potential, duty location, and CTAP eligible's expiration date.

REFERENCES: Presidential memorandum dated September 12, 1995, entitled "Career Transition Assistance for Federal Employees," 5 CFR Part 330-Recruitment, Selection, and Placement (General)

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As of 12/17/04			DOC EMPLOYEE CTAP ELIGIBILITY LIST					
NAME	POSITION TITLE	SERIES	GRADE	DUTY STATION	SERVICING HRM	CTAP EXPIRATION DATE	QUALIFICATION ANALYSIS	